



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Business Regulation
INSURANCE DIVISION

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FAQs for the Licensing of Rhode Island Insurance Producers

The following is a list of frequently asked questions that should assist applicants with the licensing process of Rhode Island Insurance Producers:

1. *How should an Individual or a Business Entity check the status of his/her/its license or verify the license expiration date?*

Individual and Business Entities should visit the Department website at www.dbr.state.ri.us.

Click here to check an expiration date of an Insurance Producer:

<https://sbs-ri-public.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp>

2. *How should a Rhode Island resident obtain exam information?*

Applicants should call Promissor (test administrator) at 1-800-274-3739 or visit their website at www.promissor.com. The Rhode Island Insurance Division does not provide study materials. Applicants are advised to review the Promissor exam content outline, review the Regulations and the applicable RI Gen. Laws, please visit the Department website www.dbr.state.ri.us.

Promissor administers seven (7) Insurance Producer exams:

1. Life-General Knowledge
2. Life-Rhode Island Specific
3. Health-General Knowledge
4. Accident and Health-Rhode Island Specific
5. Property-General Knowledge
6. Casualty- General Knowledge
7. Property and Casualty-Rhode Island Specific

The Rhode Island Insurance Division will not instruct and/or advise the applicant as to which exam he/she is required to take and pass.

3. *What is the validity of the Rhode Island Producer exam results?*

Exam results are valid for one-year (1) from the date passed.

4. *What is the Insurance Division's policy regarding the addition of a "DBA" Name (Doing Business As or Assumed) to an active license or for those applicants that are applying for the first time?*

An Insurance Producer doing business under any name other than the Adjuster's legal name is required to notify the Insurance Commissioner prior to using the assumed name, pursuant to RI Gen Laws § 27-2.4-12. The addition of a DBA or Assumed Name must be in writing to the Insurance Division. The DBA or Assumed Name will appear on the website and will print on his/her individual Producer license. Although not required, if the Producer wishes to obtain a hard copy of the license with the new DBA, the licensee shall submit a check in the amount of twenty-five (\$25.00) dollars with the written request.

5. *What are the correct fees for a Rhode Island Insurance Producer license?*

The Continuing Education Tracking fee = \$10 Total

RI Residents (Individuals and Business Entities) License fee = \$100.

Non-resident Individual License fee = \$110.

Non-resident Business Entity License fee = \$150.

All Individuals and Business Entities (residents and nonresidents) are required to pay the Continuing Education Tracking fee.

Checks are made payable to: *General Treasurer, State of Rhode Island.*

Click here for a list of the Producer fees:

http://www.dbr.state.ri.us/pdf_forms/insur/Insurance%20Producer%20License%20Fees.pdf

6. *How should Rhode Island residents obtain Pre-licensing Education information?*

All RI resident Producers are required to take and pass an approved Pre-licensing Education Course for the line(s) of authority that he/she is applying for. The original Pre-licensing Course Completion must be submitted at the time of application.

Click here for a list of the approved pre-licensing course providers:

http://www.dbr.state.ri.us/pdf_forms/insur/Prelicensing%20Course%20Provider%20List.pdf

7. *Is Continuing Education ("CE") required for a RI Producer license?*

Yes, all RI resident Insurance Producers must comply with continuing education. Residents are required to complete a minimum of fifteen (15) CE credits per year. Licenses are issued for two-years and residents are required to report a minimum of thirty (30) CE credits at the time of the two-year renewal. Producers must not repeat the same course in a two-year renewal cycle and will not receive credit. The Insurance Division requires a copy of the producer's completed course certificates at the time of his/her license renewal. Nonresidents are exempt from the RI CE requirement and CE must be completed in his/her home state.

Click here for a list of Rhode Island approved Continuing Education Courses:

http://www.dbr.state.ri.us/insur_ce.html

8. *Are all Rhode Island resident Insurance Producers required to comply with continuing education ("CE")? Are there any exemptions?*

Rhode Island resident Insurance Producers are required to comply with CE (minimum of 30 credits for a two-year license). In order to qualify for a CE exemption, the Rhode Island resident must be at least fifty-five (55) years of age and must be licensed for a minimum of twenty-five (25) years (without a lapse) at the time of his/her renewal.

OR

The Producer must have held a license for twenty (20) years and at least sixty (60) years of age as of July 3, 2004.

9. *How does a Producer add a line of authority to the active license and what is the correct fee?*

Insurance Producers are required to amend his/her/its license to reflect additional line(s) of authority. Individuals and Business Entities are required to complete a Uniform Application (check the amendment box), complete all of the necessary requirements and pay the amendment fee.

Click here to download the Application: http://www.dbr.state.ri.us/insur_prodlic.html

Click here to review the Insurance Producer fees and “other” fees relating to Producer Licensing:

http://www.dbr.state.ri.us/pdf_forms/insur/Insurance%20Producer%20License%20Fees.pdf

10. *How does a business entity affiliate a branch office to their active Rhode Island Insurance Producer license?*

Business entities are required to affiliate each branch office location that is doing business in Rhode Island. Business entities should carefully review the Instructions that are attached to the Application.

Business entities are required to complete the Rhode Island Application for Branch Office Affiliation/Registration form and pay a twenty-five (\$25.00) dollar Branch Office Affiliation fee (per Branch office).

Click here to download the Application:

http://www.dbr.state.ri.us/pdf_forms/insur/Instructions%20for%20Branch%20Office%20Affiliation%20Application.pdf

11. *Does the licensed Producer receive a new license each time the license is renewed?*

No, Insurance Producer licenses are perpetual and are not reissued upon renewal. To check the status of the license or to verify the expiration date and effective date, licensees should visit the Department website.

Check here: <https://sbs-ri-public.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp>

12. *What is a RI Waiver Form?*

All RI residents are required to complete a Waiver Form. The Waiver Form authorizes the RI Insurance Division to obtain background information for RI residents. The Waiver Form is required for all Rhode Island residents that are applying for license.

Click here to download the RI Waiver Form:

http://www.dbr.state.ri.us/pdf_forms/insur/InsuranceWaiverForm.pdf

OR

For a quicker application process turnaround, Rhode Island resident applicants are strongly encouraged to contact the *Office of the Rhode Island Attorney General* (BCI Unit) and obtain his/her Criminal Background Information Report. If you wish to obtain, applicants should do the following:

1. Dial 401-274-4400
2. Choose English (#1) or Spanish (#2)
3. Select Option #3 (BCI Unit)
4. Select Option #1 (Criminal Record Checks)

RI Attorney General Contact Information:

150 South Main Street
Providence, RI 02903

For directions to their office, please click here:

<http://www.riag.state.ri.us/directions.php>

Once the report has been obtained, applicants should attach with his/her Producer application.

13. What is a Letter of Certification or Letter of Good Standing? Is it required for a RI Producer license?

A “Letter of Certification” and a “Letter of Good Standing” is a certified letter that is issued by the licensee’s home state. The Letter is proof that he/she/it is currently licensed and in compliance with all of the home state requirements.

A Letter of Certification is not required for nonresidents that are applying for a RI license. The RI Insurance Division will verify the State Producer Licensing Database (SPLD) or the individual/business entity may submit a copy of the Producer Database (PDB) verification.

14. What is a Letter of Clearance?

A Letter of Clearance is a certified letter that indicates that he/she/ has cancelled their home state license. A Letter of Clearance is required for all nonresident Producers that are moving to RI that were previously licensed in that state. If the applicant is moving from RI to another state and he/she is required to obtain a Letter of Clearance from RI, applicants may request such and pay a fifteen (\$15) dollar fee (per letter). To obtain a Letter of Clearance Request Form, please click here:

http://www.dbr.state.ri.us/pdf_forms/insur/Request%20for%20Letter%20of%20Clearance.pdf

15. I am applying for a Producer license in another state and required to attach a Letter of Certification or a Letter of Good Standing, how do I request such?

The RI Insurance Division issues Letters of Certification and Good Standing for Producers that are currently licensed and in good standing in RI. In order to obtain a Letter of Certification or a Letter of Good Standing, resident licensees are required to have taken and passed one of the Rhode Island Producer exams. Most states do not require Letters of Certification or Good Standing, applicants should verify that this is a requirement for licensure in that state.

Please click here to obtain a Letter of Certification Request Forms:

http://www.dbr.state.ri.us/pdf_forms/insur/Request%20for%20Letter%20of%20Certification.pdf

16. How should a licensee change his/her resident address, business address and/or legal name on the Producer license?

To update the address information, licensees are required to fax (401-222-5475) or mail the change to the Rhode Island Insurance Division. For name changes applicants are required to include a copy of the legal name change documentation.

Click here for the form:

http://www.dbr.state.ri.us/pdf_forms/insur/LicenseeChangeofAddressForm.pdf

17. How is a duplicate license obtained and what is the correct fee?

Producer licensees are required to submit his/her request in writing and a check in the amount of twenty-five (\$25) dollars is required. The duplicate license request should be mailed to the RI Insurance Division, Licensing Section.

Checks are made payable to: General Treasurer, State of Rhode Island.

OR

Licensees are encouraged to subscribe to the Online Licensee Service (“OLS”). For more information, please click here:

https://sbs-ri-public.naic.org/Lion-Web/jsp/login/login_ols.jsp

18. How should a license be cancelled?

Licensees that wish to cancel his/her license are required to return the original license along with a letter advising the Rhode Island Insurance Division that it should be cancelled. If the Producer is no longer in possession of the original license, the licensee should inform the Division of that fact in writing along with the request for cancellation.

19. The Producer license has not been renewed on time, what steps should be taken to Reinstate the license?

Once the license has expired, the licensee has 1 (one) year to Reinstate the Producer license.

- If the Reinstatement is received within the thirty (30) day grace period of the expiration date, the individual or business entity is required to complete an Application for License Reinstatement (Individual or Business Entity), and pay the two-year Renewal fee.
- If the Reinstatement is received over the thirty (30) day grace period of the expiration date, the individual or business entity is required to complete the Application for License Reinstatement (Individual or Business Entity), pay the two-year renewal fee, **AND** pay the additional \$50 Reinstatement Fee.

** The Reinstatement fee is in addition to the two-year license renewal fee.*

Please click here to obtain the required forms, instructions, and fee information:

http://www.dbr.state.ri.us/insur_prodlic.html

20. If a RI Resident's license is not Reinstated within one (1) year, is a new exam required?

Yes, a new exam is required for RI residents that do not reinstate his/her license within one (1) year.

21. The licensee never received the Producer Renewal Notice, is it required that the Producer renew his/her/its insurance license?

Yes, the Producer Renewal Notice is mailed at least sixty (60) days prior to the expiration date. The RI Insurance Division will no longer preprint “renewal forms,” but a Renewal Notice is mailed to advise the licensee that it is time to renew. It should be noted that it is the responsibility of the Producer to renew his/her/its license on time. To check the status of a license or to verify the expiration date, please visit the Department website at www.dbr.state.ri.us.

22. How should a Rhode Island Applicant check the status or expiration date of his/her/its application?

Applicants that are submitting a “paper” application should expect a turnaround time of at least 7-10 business days (from date received) for processing.

If you wish to check the status of an application, you may do so by visiting the Department website at www.dbr.state.ri.us. Follow the instructions and enter only the information that is needed for the search criteria. If the applicant is licensed, the search page information will display the licensee’s information. If the information does not appear on the website, the

applicant is **NOT** authorized to transact business in Rhode Island and the application has **NOT** been processed and/or approved by the RI Insurance Division. Producer licenses are issued for two (2) years and currently the expiration date is based on the quarter in which he/she applies (March, June, September, or December). Currently, all licensed producer/business entities expire on May 31, 2008.

NOTE: As of January 1, 2007, applicants that apply for an individual producer's license will receive a biennial license that will expire on the last day of his/her birth month. The year is based on the year in which he/she applies (odd vs. even). Business entities will receive a license that expires on May 31st and the year is based on which they apply (odd vs. even).

23. Is the e-licensing service available for Producers?

Yes, applicants are encouraged to apply online and current licensees have the ability to renew/reinstate his/her/its license. For **NONRESIDENT** applications or renewals, you may visit the National Insurance Producer Registry (NIPR) website at www.licenseregistry.com

***RESIDENTS that wish to apply for a first time license should click here:**

<https://sbs-ri-public.naic.org/Lion-Web/jsp/ext/login/UserVerification.jsp>

If you are a resident applying electronically for a first time Insurance Producer license and you have already successfully passed the state licensing exam, you should be aware that the passed exam results are automatically submitted to the online licensing system. Resident online applicants also have the option of attaching scanned documents to the electronic application (i.e. the RI Waiver Form, RI Certified Criminal Background Report, written letters of explanation and/or supporting Court documentation).

Paper applications must have the passed exam results, RI Waiver Form or Certified Criminal Background Report issued by the Office of the RI Attorney General, written letters of explanation and/or any other supporting Court documents attached to the application.

RESIDENTS that wish to renew their license should click here:

https://sbs-ri-public.naic.org/Lion-Web/jsp/login/login_main.jsp

For questions relating to the NIPR website and online licensing process, applicants should call the NAIC helpdesk at 816-783-8500.